

Professional and Managerial Branch
Miscellaneous Professional Group
Grants Series

GRANT WRITER

1/97 (SAC)

Summary

Under general supervision, research, develop and submit grantor similar funding requests to private and governmental sources for City projects and programs.

Typical Duties

Participate in planning and developing grant proposals or similar funding requests to obtain additional funding. Involves: reviewing literature dealing with funds available from private, local, state and federal sources to determine whether requirements for applying for funds are met; conferring with personnel affected by proposed programs to: establish objectives and develop plans to implement, outline how funds are to be used, discuss program requirements and explain procedures necessary to obtain funding; creating and implementing opportunities to involve potential corporate and foundation donors; participating in cooperative projects between the department and other organizations; meeting with representatives of funding sources to work out final details of proposal.

Write grant proposals and participate in monitoring programs and projects. Involves: compiling and analyzing data related to proposed projects; submitting applications to funding agencies or foundations upon approval of City Council; observing and evaluating program activities and recommending changes as appropriate; preparing or assisting department personnel to prepare periodic reports to comply with grant requirements; managing grant budgets; authorizing and initiating payments for services in accordance with contract provisions; maintaining records related to grant funded programs.

Perform other duties as required. Involves: substituting, if assigned, for coworkers during temporary absences by performing specified duties and responsibilities sufficient to maintain continuity to normal operations; researching and preparing promotional or other program material; keeping abreast of current developments in the field.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's degree in Business Administration, English, or a related field, and two (2) years of professional experience writing, developing or administering contracts or grants, including preparation of grant applications, contracts or similar documents, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: grant and report writing. Good knowledge of: private, local, state and federal funding sources; grant program coordination methods and techniques; budget preparation and control. Some knowledge of: personal computer and work processing software.

Ability to: plan, develop and coordinate grant programs; establish and maintain effective working relationships with fellow employees, private and governmental funding organizations and their representatives, the media, official and the general public; communicate clearly and concisely both orally and in writing in order to prepare and deliver presentations to individuals and groups and complete grant applications; maintain records and prepare reports.

Director of Personnel

Department Head